


25 January 1960

25X1A

MEMORANDUM FOR:

  
Assistant Disbursing Officer

FROM : Chief, Fiscal Division

SUBJECT : Report of Reimbursement of Cash on Hand

1. The information which you furnish the Accounting Branch when reimbursement is received for advances made in cash is not satisfactory. It is necessary for the Accounting Branch to have proper support and positive identification for the Treasury cash reconciliation.

2. Effective immediately the report to the Accounting Branch of reimbursement for cash advances shall be as follows:

Memorandum For: Chief, Accounting Branch

From : Disbursing Officer

The amount of \$\_\_\_\_\_ has been charged to Appropriation 21X6889 on \_\_\_\_\_. This represents reimbursement for cash advances made based on the following 1166's.

<u>Number of 1166</u>	<u>Amount</u>
(List each 1166)	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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